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County of Los Angeles CHIEF EXECUTIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION
LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

February 6, 2008

To: Supervisor Yvonne B. Burke, Chair
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

A handwritten signature in black ink, appearing to be "W. T. Fujioka", written over a horizontal line.

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

UNINCORPORATED AREAS EMERGENCY PLANNING

On October 23, 2007, on motion of Supervisor Zev Yaroslavsky, the Board directed the Chief Executive Office, Office of Emergency Management (OEM) in conjunction with the Office of Unincorporated Area Services (UAS) and the Board offices to coordinate a workgroup to identify, in priority order, a list of unincorporated areas which require community-specific emergency management plans, as well as identify necessary resource requirements and funding options to complete these emergency management plans, and report back to the Board in 90 days.

Despite some delay, due to the response and recovery operations for the 2007 October and November fires, significant progress has been made. OEM has developed and implemented a strategy, consistent with the Topanga emergency planning process, identifying community emergency planning. Steps 1 thru 4 are listed below:

1. Complete a survey of the lead County emergency response agencies requesting an assessment of their operational plans and procedures to identify any gaps or needs affecting Unincorporated Area (UA) communities.
2. Share the results of the survey and meet with the UA Board Deputies or their designee(s) in order to identify any community-based issues and needs.
3. Based upon the results of Steps 1 and 2, OEM will facilitate planning workshops and or meetings between the County's emergency response agencies, the Board

offices, UAS, and community representatives to identify the appropriate level of emergency planning.

4. Develop a community emergency plan priority list which identifies both the community and the level of emergency planning required, as well as the resources required to complete the planning project.

OEM completed Step 1 by utilizing the Emergency Management Council (EMC) Sub Committee as the interagency workgroup. The EMC Sub Committee consists of representatives from the ten lead County emergency response departments (Fire, Sheriff, Coroner, Health, Public Health, Internal Services, Animal Care and Control, Regional Planning, Public Social Services, and Public Works). The EMC Sub Committee was requested to evaluate their operational plans and procedures in light of the following criteria:

- Unique situations (limited ingress/egress capabilities)
- Disaster response capabilities and resources (public/private)
 - Fire, law, medical, public health, public works
 - Heavy equipment and operators
 - Communications equipment
 - Food and water supplies and sources
 - Transportation
 - Signage and barricades
 - Emergency notification systems
 - Building inspectors
 - Damage assessment system(s)
 - Current emergency volunteer programs
- Level of coordination between response agencies
- Community and public agency emergency response plans, policies, and procedures
- Training programs
- Public education/outreach programs

Response from the EMC Sub Committee reveals department operational planning, under the framework of the Operational Area Emergency Response Plan, supported by Mutual Aid and the statewide Standardized Emergency Management System which embody the essential principles of the National Incident Management System, are adequate to ensure a rapid and successful emergency response within the UA. While agency and County emergency planning was deemed by the respondents as adequate,

Each Supervisor
February 6, 2008
Page 3

there were areas of concern in regard to public information outreach in the Santa Clarita area and questions regarding access to scattered San Gabriel Mountain communities.

Step 2 is underway with meetings already held or being scheduled with the UA Board Deputies or their designee(s). Step 2 should be completed by March 14, 2008.

Based upon the results of Steps 1 and 2, the identification of the appropriate level of emergency planning (Step 3) is expected to be completed by March 31, 2008.

The results of Step 3 will allow OEM, in conjunction with UAS and the Board offices, to develop recommendations as to resource needs and funding options to complete the planning project. The level of emergency planning may range from community education, based upon the County Survival Guide (under development), to hazard specific plans which will become annexes to the Operational Area Emergency Response Plan. This process is expected to be completed with a report to the Board by April 29, 2008.

During this process, OEM will continue to provide status updates to the Board by participating in the UA Board Deputy meetings with UAS. If you have any questions or concerns, please contact Assistant Administrator Keith Harrison, OEM, at (323) 980-2269 or by email at kharriso@lacoecoc.org.

WTF:SRH:RDC
MJB:KH:lbm

c: Executive Office, Board of Supervisors
County Counsel



County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA
Chief Executive Officer

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Third District

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Fourth District

MICHAEL D. ANTONOVICH
Fifth District

March 11, 2008

To: Supervisor Yvonne B. Burke, Chair
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

BOARD MOTION – LOS ANGELES COUNTY EMERGENCY PREPAREDNESS GUIDE FOR UNINCORPORATED AREAS

This memo is in response to your Board motion dated October 23, 2007, regarding the creation of a new Los Angeles County Emergency Preparedness Guide.

The Office of Emergency Management (OEM) reviewed the Topanga Disaster Survival Guide with several County departments, including the Office of Education, in addition to several media outlets and non-profit organizations active in emergency management.

The consensus of the experts from the above agencies with whom we consulted confirmed that while the Topanga Guide is an excellent concept, a cut-and-paste approach would not produce the desired product for the following reasons:

- The software of the original Topanga guide does not permit the required editing; therefore, the guide must be recreated using different software.
- In order to create a culturally sensitive guide, the non-profit and faith-based organizations with whom we consulted stressed the need to work with them during the creation of the document rather than afterward.
- New photos will be required to ensure numerous cultural groups are represented.

- Editing 60 to 70 percent of the guide that is very specific to the Topanga Canyon area will be more difficult and time consuming than creating a new county-oriented document from the beginning.

In view of the above factors, OEM recommends the best course of action is to create a new Los Angeles County Emergency Preparedness Guide. A draft could be available by mid-April, with a final version to be completed by July 2008. The plan is to print the guides in August to have them ready to distribute during National Preparedness Month in September 2008, which could be part of a larger marketing campaign.

For the best collaboration, OEM will consult with the following organizations throughout the completion of the project:

- Los Angeles County Fire, Public Health, Mental Health, Sheriff, Animal Care and Control, Public Social Services, and Public Works
- Los Angeles County Office of Education
- California Association of Private Schools Organization
- Mr. Bill Buerge (Designer of the original Topanga Disaster Survival Guide)
- Chief Executive Office's graphic design office
- Emergency Network Los Angeles (Recognized by the County as the official voluntary organization active in disasters. This organization is comprised of non-profit and faith-based groups such as the American Red Cross, Salvation Army, Los Angeles Regional Food Bank, and Volunteer Center of Los Angeles.)
- Emergency Survival Program Coordinating Council
- Emergency Management Council subcommittee
- Various Los Angeles County media outlets
- Board deputies

Each Supervisor
March 11, 2008
Page 3

OEM would also like to highlight each supervisorial district with a community-specific supplement to the general guide and accordingly will communicate with the Unincorporated Area Board Deputies to develop this portion of the guide.

Funding possibilities for the printing, translation, distribution, and campaign could come from local businesses and non-profit partners. Once the draft of the Emergency Preparedness Guide is approved, OEM will provide a marketing strategy which will address developing public and private partnerships to fund and facilitate its distribution.

By following the recommended strategy of developing the guide as a team effort, the County will create an inclusive, culturally sensitive Emergency Preparedness Guide to ensure the County delivers the right message to the right people in the right places at the right time. If you have any questions or concerns, please contact Ms. Barbara Adams, OEM, at 323-980-2092 or by email at badams@lacoec.org.

WTF:SRH:RDC
MJB:KH:BA:lbm

c: Sheriff
Animal Care and Control
Fire
Mental Health
Public Health
Public Social Services
Public Works
Los Angeles County Office of Education
Executive Officer, Board of Supervisors



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WILLIAM T FUJIOKA
Chief Executive Officer

November 6, 2008

To: Supervisor Yvonne B. Burke, Chair
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

A handwritten signature in black ink, appearing to read "W. T. Fujioka", is written over the printed name and title.

Board of Supervisors
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Second District

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Fourth District

MICHAEL D. ANTONOVICH
Fifth District

UNINCORPORATED AREAS EMERGENCY PLANNING

On October 23, 2007, on a motion of Supervisor Zev Yaroslavsky, the Board of Supervisors (Board) directed the Chief Executive Office, Office of Emergency Management (OEM) in conjunction with the Office of Unincorporated Area Services (OUAS) and Board offices, to coordinate an interagency emergency planning working group. This group is to identify, in priority order, a list of unincorporated areas which require community specific emergency management plans. Additionally, the group will identify necessary resource requirements and funding options to complete these community specific emergency management plans and report back to the Board.

In the February 6, 2008, response to the Board, OEM reported on the development and implementation of a strategy, consistent with the Topanga emergency planning process, to identify community emergency planning. Steps 1 thru 4 of the strategy are listed below:

1. Survey the lead County emergency response agencies requesting that they assess their agency operational plans and procedures and identify gaps, or needs, affecting Unincorporated Area (UA) communities.
2. Share the results of the survey with the UA Board Deputies or their designee(s) and meet with them in order to identify any additional community-based issues and needs.
3. OEM will facilitate planning meetings between County-responding agencies, Board offices, OUAS, and community representatives to identify the appropriate level of emergency planning based upon the results of Steps 1 and 2.

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Each Supervisor
November 6, 2008
Page 2

4. Develop a community emergency plan priority list which identifies both the community and the level of emergency planning required, as well as the resources required to complete the planning project.

As indicated in the February 6, 2008, response to the Board, OEM has completed Step 1.

Step 2 was completed through meetings with all Board offices which concluded on May 23, 2008.

Step 3 is close to completion with meetings held in Lancaster, Wrightwood, and Florence – Firestone and scheduled for Lennox Park and the Altadena/Cheney Trails communities. OEM continues to work with the Board Deputies to schedule meetings for Hacienda Heights and Santa Clarita Valley/Castaic communities. These planning meetings involve County agencies, Board offices, and community representatives. Through an OEM facilitated discussion, participants identify the appropriate level and type of emergency planning required for each area. Scheduling has been complicated by community and agency representatives' unavailability. The planning meeting process is expected to be completed by November 15, 2008.

After Step 3 is completed, OEM, in coordination with the interagency emergency planning working group, OUAS, and the Board offices, will provide the Board a list, in priority order, of communities requiring emergency plans and identifying the type and level of emergency planning that is needed. The level of emergency planning may range from community education, based upon the County Survival Guide (under development), to hazard-specific plans which will become annexes to the Operational Area Emergency Response Plan. OEM will also use this information to develop recommendations on resource needs and funding options to complete the planning project. This process is Step 4 and is expected to be completed with a report to the Board by November 30, 2008.

OEM will continue to provide status updates to the Board by participating in the UA Board Deputy meetings with OUAS. If you have any questions or concerns, please contact Keith Harrison, OEM Assistant Administrator, at (323) 980-2269 or via email at kharrison@ceooem.lacounty.gov.

WTF:SRH:RDC
MJB:KH:lm

c: Office of Unincorporated Area Services
Unincorporated Area Board Deputies



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
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WILLIAM T FUJIOKA
Chief Executive Officer

January 5, 2009

To: Supervisor Don Knabe, Chairman
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
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Second District

ZEV YAROSLAVSKY
Third District

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Fourth District

MICHAEL D. ANTONOVICH
Fifth District

UNINCORPORATED AREAS EMERGENCY PLANNING EXTENSION REQUEST

On October 23, 2007, on motion of Supervisor Zev Yaroslavsky, the Board of Supervisors (Board) directed the Chief Executive Office (CEO), Office of Emergency Management (OEM) in conjunction with the Office of Unincorporated Area Services (OUAS) and Board offices to coordinate an interagency emergency planning working group. The purpose of the group was to identify, in priority order, a list of unincorporated areas which required community specific emergency management plans. Additionally, the group was tasked to identify necessary resource requirements and funding options to complete these community specific emergency management plans and report back to the Board.

Subsequent to the order, OEM developed and implemented a strategy consistent with the Topanga emergency planning process to identify community emergency planning.

Steps 1 thru 4 are listed below:

1. Survey the lead County emergency response agencies requesting that they assess their agency operational plans and procedures and identify gaps or needs affecting Unincorporated Area (UA) communities.
2. Share the results of the survey with the UA Board Deputies or their designee(s) and meet with them in order to identify any additional community-based issues and needs.

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3. OEM will facilitate planning meetings between County responding agencies, Board offices, OUAS, and community representatives to identify the appropriate level of emergency planning based upon the results of Steps 1 and 2.
4. Develop a community emergency plan priority list which identifies both the community and the level of emergency planning required, as well as the resources required to complete the planning project.

Step 1 was completed on February 6, 2008.

Step 2 was completed on May 23, 2008.

Step 3 is nearly complete with meetings held in Lancaster, Wrightwood, and Florence – Firestone, Lennox Park, and the Altadena/Cheney Trails communities. OEM continues to work with County responding agencies, Board offices, and community representatives to schedule meetings for the Hacienda Heights and Val Verde communities, where participants will identify and discuss emergency planning and preparedness issues. The result of this process will identify the appropriate level and type of emergency planning required for each area.

Progress towards completing Step 4 has been delayed by community and agency representatives' availability; as such, we request an extension on the final report and recommendations until March 31, 2009.

OEM will continue to provide status updates to the Board by participating in the UA Board Deputy Emergency Management Committee meetings. If you have any questions or concerns, please contact Mr. Keith Harrison, OEM, at 323-980-2269 or by email at kharrison@ceooem.lacounty.gov.

WTF:SRH:RDC
MJB:KH:cc

c: Office of Unincorporated Area Services
Unincorporated Area Board Deputies



WILLIAM T FUJIOKA
Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

April 20, 2009

To: Supervisor Don Knabe, Chairman
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

Board of Supervisors
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UNINCORPORATED AREAS EMERGENCY PLANNING EXTENSION REQUEST

On October 23, 2007, on motion of Supervisor Zev Yaroslavsky, the Board of Supervisors (Board) directed the Chief Executive Office (CEO), Office of Emergency Management (OEM) in conjunction with the Office of Unincorporated Area Services (OUAS) and Board offices to coordinate an interagency emergency planning working group. The purpose of the group was to identify, in priority order, a list of unincorporated areas which required community specific emergency management plans. Additionally, the group was tasked to identify necessary resource requirements and funding options to complete these community specific emergency management plans and report back to the Board.

Subsequent to the order, OEM developed and implemented a strategy consistent with the Topanga emergency planning process to identify community emergency planning. The strategy consisted of 4 steps, which are listed below:

1. Survey the lead County emergency response agencies requesting that they assess their agency operational plans and procedures and identify gaps, or needs affecting Unincorporated Area (UA) communities.
2. Share the results of the survey with the UA Board Deputies or their designee(s) and meet with them in order to identify any additional community based issues and needs.

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3. Facilitate planning meetings between County responding agencies, Board offices, OUAS, and community representatives to identify the appropriate level of emergency planning based upon the results of Steps 1 and 2.
4. Develop a community emergency plan priority list which identifies both the community and the level of emergency planning required, as well as the resources required to complete the planning project.

Status

Step 1 was completed on February 6, 2008.

Step 2 meetings with all Board offices were completed by May 23, 2008.

Step 3 is progressing with meetings held in Lancaster, Wrightwood, Florence–Firestone, Lennox Park and the Altadena/Cheney Trails, West Chatsworth, Val Verde and Kagel Canyon communities. OEM continues to work with Board Deputies, County responding agencies and community representatives to schedule additional community planning assessment meetings for the remaining communities identified by the Board offices. The result of this process will identify the appropriate level and type of emergency planning required for each area. Scheduling has been complicated by community and agency representatives' availability. Board Deputies have requested that OEM complete all of the community meetings before submitting a final report to the Board.

Progress towards completing Step 4 has been delayed by community and agency representatives' availability. OEM has recently reassigned a staff position to expedite this process. We expect to have the community meeting process completed by November 29, 2009, and as such, we request an extension on the final report and recommendations until December 20, 2009.

OEM will continue to provide status updates to the Board by participating in the UA Board Deputy Emergency Management Committee meetings. If you have any questions or concerns, please contact John S. Fernandes, Administrator at (323) 980-2261 or via email at jfernandes@ceooem.lacounty.gov, or you may contact Keith Harrison, Assistant Administrator at (323) 980-2269 or via email at kharrison@ceooem.lacounty.gov.

WTF:SRH:JSF
KH:jdl

c: Office of Unincorporated Area Services
Unincorporated Area Board Deputies



County of Los Angeles
CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
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#12 of
10/23/07
Status

WILLIAM T FUJIOKA
Chief Executive Officer

August 23, 2010

To: Supervisor Gloria Molina, Chair
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
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Fifth District

UNINCORPORATED AREAS EMERGENCY PLANNING PROGRESS REPORT
(ITEM NO. 12, AGENDA OF OCTOBER 23, 2007)

On October 23, 2007, on motion of Supervisor Zev Yaroslavsky, your Board directed the Chief Executive Office, Office of Emergency Management (OEM) and the Board offices to coordinate an inter-agency emergency planning work group. The group's purpose is to identify, in priority order, a list of unincorporated areas which require community specific emergency management plans. Additionally, the group is to identify necessary resource requirements and funding options to complete these community specific emergency management plans and report back to the Board.

Subsequent to the order, OEM developed and implemented a strategy consistent with the Topanga emergency planning process to identify community emergency planning needs. This strategy included the following steps:

1. Survey the lead County emergency response agencies by requesting that they assess their agencies' operational plans and procedures and identify gaps or needs affecting Unincorporated Area (UA) communities.
2. Provide the results of the survey to the UA Board Deputies or their designee(s) and meet with them in order to identify any additional community-based issues and needs.
3. Facilitate planning meetings between County responding agencies, Board offices, and community representatives to identify the appropriate level of emergency planning based upon the results of Steps 1 and 2.
4. Develop a community emergency plan priority list which identifies both the community and the level of emergency planning required, as well as the resources required to complete the planning project.

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Step 1 was completed. OEM requested the Emergency Management Committee's (EMC) Sub Committee to act as the inter-agency emergency planning work group. The EMC Sub Committee consists of representatives from the ten lead County emergency response departments (CEO, Fire, Sheriff, Coroner, Health Services, Public Health, Internal Services, Mental Health, Public Social Services, and Public Works). The EMC Sub Committee was requested to evaluate their operational plans and procedures using the following criteria:

- Unique situations (e.g., limited ingress/egress capabilities)
- Disaster response capabilities and resources (public/private)
 - Fire, law, medical, public health, public works
 - Heavy equipment and operators
 - Communications equipment
 - Food and water supplies and sources
 - Transportation
 - Signage and barricades
 - Emergency notification systems
 - Building inspectors
 - Damage assessment system(s)
 - Current emergency volunteer programs
- Level of coordination between response agencies
- Community and public agency emergency response plans, policies, and procedures
- Training programs
- Public education/outreach programs

Response from the EMC Sub Committee members indicates that department operations planning under the framework of the Operational Area Emergency Response Plan (OAERP) and supported by Mutual Aid and the statewide Standardized Emergency Management System, which embody the essential principles of the National Incident Management System, are adequate to ensure a rapid and successful emergency response within the UA. While agency and county emergency planning was deemed by the respondents as adequate, there were areas of concern in regards to public information outreach in the Santa Clarita area, and questions about access to scattered San Gabriel Mountain communities.

Step 2 was completed. The meetings with all Board offices were concluded by May 23, 2008.

Step 3 was completed. Meetings were held in Lancaster, Wrightwood, and Florence–Firestone, Lennox Park, Val Verde, Green Valley (including Juniper Hills, Palmdale, and The Lakes), Kagel and Lopez Canyon, Chatsworth (including Browns Canyon, Twin Lakes, Lake Manor), and Pasadena (including The Meadows, Altadena, and Cheney Trails). OEM will coordinate the following activities to facilitate emergency planning based on these meetings.

- A. Make available emergency preparedness and planning materials for all UA communities (Emergency Survival Guide).

OEM worked with the Board offices and completed two versions of the Countywide Survival Guide (Guide), the English-language version was completed in December 2009, the Spanish-language version in April 2010. Additionally, OEM has posted the completed Guide to the County's website; sent out notice of the Guide to cities, County departments, and partner agencies (i.e., American Red Cross); and issued a press release to the media. Homeland Security Grant funds were used to cover the cost of the translation into Spanish. OEM has also applied for Homeland Security grant funds to translate the Guide into other languages, Braille, and audio formats. Until additional funds are identified, the Guide is only available electronically.

- B. Sustain public education outreach by participation in planned annual/semi-annual emergency preparedness events.
- C. Support development of emergency preparedness initiatives in cooperation with County departments and community representatives.
- D. Coordinate the development of hazard specific planning for communities in high-risk areas (Topanga, Wrightwood).

The San Bernardino County Office of Emergency Services is leading the planning effort to develop an inter-agency and community emergency plan to address the isolation of Wrightwood residents and as many as 5,000 - 15,000 additional visitors in the aftermath of a catastrophic earthquake during winter or summer tourist seasons. OEM has participated in joint planning meetings and will continue to work with San Bernardino County to ensure that Los Angeles County's agency plans and protocols complement a coordinated response.

In March 2009, the Board of Supervisors approved the Emergency Management Implementation Task Force Policy and Guidelines for UAs which allowed for the establishment of the Topanga Emergency Management Task Force of which OEM serves as Co-Chair. In July 2009, the Emergency Management Council approved the Topanga Wildland Fire Community Evacuation Plan.

To accomplish Step 4 OEM, in coordination with the inter-agency emergency planning working group and the Board offices, recommended the establishment of a pilot project which resulted in the following:

- OEM assigned a Program Manager to work as a liaison with one community in each Board District as follows: Wrightwood, Florence-Firestone, Lennox, Topanga, and Hacienda Heights. The Program Manager will:
 1. Support community groups and provide guidance on community-level planning and preparedness;

2. Facilitate communication between County response agencies and the community groups;
3. Provide continued support to the development of the Wrightwood emergency planning effort in partnership with San Bernardino County;
4. Co-Chair Emergency Management Planning Task Forces as they are developed pursuant to Board policy;
5. Represent OEM at meetings of the UA Board Deputies and the UA Board Deputy Emergency Management Committee;
6. Continue the assessment process by coordinating and participating in emergency meetings between County agencies and community groups for those remaining communities identified by the UA Board Deputies; and ascertain the workload required to expand assistance to other UA communities in the future.

OEM will continue to provide status updates to the Board by participating in the UA Board Deputy meetings. If you have any questions or concerns, please contact me or your staff may contact Deputy Chief Executive Officer Jacqueline White, Public Safety, at (213) 893-2374.

WTF:BC:JAW
JSF:JO:cc

c: Executive Office, Board of Supervisors
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 Health Services
 Internal Services
 Mental Health
 Public Health
 Public Social Services
 Public Works